

Meeting Philosophy

1. ***Meetings Serve a Specific Purpose*** – Meetings are for relaying important information to a group of people in a short period of time. Regardless of who is involved with the meeting or the subject, there should always be a clear and concise itinerary and plan of attack. Whoever leads the meeting must come prepared to discuss the topics and be ready for any questions from participants. Everyone's time is valuable, we won't meet just to meet.
2. ***All Participants Must Come Prepared*** – Meetings are useless if we are not prepared for new information. Being prepared means we show up on time (early), bring a writing utensil, notebook/legal pad, relevant documents (playbook, recruiting data, etc.), and ready to learn. While all aspects are important, being ready to learn is most important. Come to meetings ready for new information and engage in discussion when it is valuable.
3. ***Meetings are Treated as a Practice*** – The same attention to detail and effort shown on the practice field should be brought to the meeting room. Critical information is going to be shared during meetings. It is imperative everyone takes in that information. The things we do in meetings will directly affect our performance on the football field. We will get better because of meetings.
4. ***Efficient and Effective Communication is Critical***
 - a. **Efficient Communication** – Say what you need to say and move on. Don't keep players and/or coaches in a meeting just to have one. People generally can't focus on one thing for too long. Have a plan of attack for what information needs to be conveyed and share it. Ideally, meetings with players will last 30 minutes. If a meeting stretches to an hour, make sure to break it up with demonstrations and interactions with the players. **NEVER MEET WITH PLAYERS OVER AN HOUR.**
 - b. **Effective Communication** – Utilize your resources to convey your message effectively. Not everything needs to be a power point presentation. Know your audience and choose your method of communication to best convey your message. This could be walk-thru, film, presentation, white board work, etc. Choosing the right medium will ensure the information is delivered effectively.
5. ***Order of Operation with Participants in Mind*** – Too often coaches will call a team meeting, offensive meeting, or defensive meeting and discuss something that has nothing to do with some people in those groups. Ensure that the order of discussions are pertinent to the people in the meeting. For example, if we are going to start a camp meeting with special teams, don't bring in the entire team for the meeting. Start with the kick-off unit at 6:45pm then have the rest of the team show up at 7:00pm.